

THE CORPORATION OF THE DISTRICT OF PEACHLAND

BYLAW NUMBER 2277, 2020

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THE CORPORATION OF THE DISTRICT OF PEACHLAND

BYLAW NUMBER 2277, 2020

A Bylaw to establish fees for the processing of development applications including Subdivisions, amendments to the Official Community Plan Bylaw, Zoning Bylaw, or Phased Development Agreements, as well as Building Permit and Business Licence fees.

Amended by: Bylaw No. 2306 Adopted December 8, 2020
Bylaw No. 2335 Adopted February 22, 2022
Bylaw No. 2406 Adopted January 23, 2024
Bylaw No. 2445 Adopted August 26, 2025

WHEREAS the Council of the District of Peachland deems it expedient to provide for fees and charges for services and information;

AND WHEREAS Section 194 of the *Community Charter* authorizes municipalities by bylaw to impose fees in respect of a service of the municipality, the exercise of municipal authority to regulate, prohibit or impose requirements, as well as the provision of information;

AND WHEREAS Council deems it necessary and desirable to exercise the authority provided by the *Community Charter* to cover costs of exercising municipal authority, as well as the provision of services and information;

NOW THEREFORE, the Council of the District of Peachland, in an open meeting assembled, ENACTS AS FOLLOWS:

PART 1 – CITATION

1.1 This Bylaw may be cited as “Development Application & Licence Fees Bylaw No. 2277, 2020”.

PART 2 – REPEAL

2.1 District of Peachland Development Application Fees Bylaw No. 2106, 2015, including all amendments thereto, is hereby repealed.

PART 3 – APPLICATION & LICENCE FEES

3.1 The District of Peachland imposes fees for the provision of services and information as specified in Schedules 1 to 5 attached to and forming part of this bylaw.

3.2 Fees or charges imposed under this Bylaw for the provision of services or information apply instead of fees or charges imposed under other bylaws for the same services or information.

PART 4 – LIST OF SCHEDULES

Schedule 1 – Building Permit Fees
Schedule 2 – Subdivision and Approving Officer Fees
Schedule 3 – Development Services Fees
Schedule 4 – Licence Fees
Schedule 5 – Tree Cutting Permit Fees

This Bylaw shall take effect upon its adoption by the Council of the District of Peachland.

READ A FIRST TIME, this 11th day of August, 2020.

READ A SECOND TIME, this 11th day of August, 2020.

READ A THIRD TIME, this 11th day of August, 2020.

FINALLY RECONSIDERED AND ADOPTED, this 8th day of September, 2020.

Mayor

Corporate Officer

Dated at Peachland, B.C.

This day of , 2020.

SCHEDULE 1 – BUILDING PERMIT FEES

Item	Description of Services	Fees	
1.	Building Permit Application	\$150	
	(a) If work commences prior to issuance	Total permit fee doubles	
	(b) Time extension (maximum one extension)	\$150	
2.	Building Permit Fees (minimum \$100)		
	(a)	For construction, addition, alteration, repair, removal or demolition of a structure or part thereof:	1.2% of actual construction value of project + surcharge of:
		(i) where the construction value is less than \$10,000	\$50 surcharge
		(ii) where the construction value is \$10,000 - \$22,000	\$100 surcharge
		(iii) where the construction value is in excess of \$22,000	\$200 surcharge
	(b)	Where a project includes plumbing, an additional fee per plumbing fixture applies, i.e. trap, roof drain, floor drain, yard or parking lot drain	\$10 per fixture count
	(c)	Placing a manufactured dwelling (CSA Z240, CSA A277) on a property, or relocating dwelling to a property.	\$400 + 1.2% of the construction cost of those other portions of the project necessary for final completion
	(d)	Security required to place a temporary building on the property and, which security:	\$400 (non-refundable) + security in the form of bank draft or a letter of credit for 10% of the value of the temporary building (minimum security amount is \$1,000)
		(i) may be used by the District to remove the building after one (1) year of the date if the final inspection required under the District's Building Bylaw; or	
		(ii) returned to the owner if the owner removes the temporary building within one (1) year of the date for the final inspection of the temporary building	
	(e)	Construction of retaining walls, swimming pools, pool fences, sign structures, mobile home parks, campgrounds, site services and other projects	Charged in accordance with s. 2(a)
	(f)	Installation of a fire protection system and equipment:	
		(i) first sprinkler head;	\$150
(ii) each additional sprinkler head; and		\$2.50	
	(iii) each fire hydrant, hose cabinet, hose outlet, and standpipe	\$25	
3.	Notwithstanding 2 (a) through (f), the minimum building permit fee is:	\$100	
4.	Refundable damage deposit (required):		
	Construction Value (\$)		
	(a)	(i) \$0 – \$30,000	\$500
		(ii) \$30,001 – \$80,000	\$750
		(iii) \$80,001 – \$200,000	\$1,000
		(iv) \$200,001 – \$2,000,000	\$1,500
		(v) \$2,000,001 and over	\$2,000
(b)	The damage deposit sum set out in 4(a):		
	(i)	covers the cost borne by the District to maintain, restore or replace any public works or public lands which are destroyed, damaged or otherwise impaired in the carrying out of the work referred to in any building permit held by the applicant;	

	(ii)	covers the cost borne by the District to make the site safe if the permit holder abandons or fails to complete the work as designated on the permit;
	(iii)	serves as the security deposit for provisional occupancy when the final inspection notice makes provision for a security deposit; or
	(iv)	serves as a security deposit to effect compliance with any condition under which the permit was issued.
	(c)	Upon written request, the damage deposit shall be refunded in whole, or in part, if not used by the District after: (i) building official is satisfied that no further damage to public works or public lands will occur; (ii) required inspections are complete and acceptable to the building official; and (iii) conditions or provision of a provisional certificate of occupancy are completed to the satisfaction of the building official.
	(d)	Any damage deposit remaining in excess of any amounts used by the District for the purposes described in section 4(b) of this schedule will be returned to the permit holder unless otherwise so directed by the permit holder. Any amount in excess of the damage deposit required by the District to complete corrective work to public lands, public works, or the site is recoverable by the District from the permit holder, the constructor or the owner of the property.
	(e)	The damage deposit is forfeited to the District, if not used or refunded, after four years from the date of issuance of the building permit.
5.	Renewal of temporary permit	\$100 renewal + \$100 per year
6.	Evaluation of an existing building to be moved	Minimum of \$150 + \$80 per hour after first hour + travel costs if outside of the District
7.	Pre-inspection	\$100
8.	Re-inspection	First = \$100 All additional = \$150
9.	Special inspections or those outside usual business hours	Actual cost + 15% administration fee
10.	Building Permit Application Deposit (credited towards fees for issuance of building permit):	
	(a)	Project value < \$200,000 \$100
	(b)	Project value > \$200,000 \$500
11.	Permit Fees, Calculated Based on Project Construction Value:	
	(a)	Single family dwellings, duplexes, residential additions and accessory buildings See Table 1 – Project Valuation Figures, or as quoted by applicant, whichever is greater
	(b)	Multi-family, commercial, industrial, institutional and all other categories and including excavation, driveways and site services Firm contract price or as determined by the Marshall Valuation Service, whichever is greater
12.	New plans submitted subsequent to plan check completion	\$200
13.	Property status letter	\$200
14.	Transfer permit to new owner	\$100
15.	Refund For Cancelled or Expired Permit (where project not started):	
	(a)	\$200 or less No refund
	(b)	\$201 - \$500,000 Refund 50% of permit fee, less \$200
	(c)	\$500,000 and more Refund 75% of permit fee, less \$200

16.	Remove “Notice on Title” per sections 57 and 58 of the <i>Community Charter</i>	\$400	
17.	Demolition permit damage deposit	\$1,000	
18.	Registration Fee for Accessory Dwelling Unit (garden suite, secondary suite, flex unit):		
	(a)	Voluntary legalization	\$125
	(b)	Through bylaw enforcement action	\$250
19.	Application fee for consideration of an alternative solution	\$200 each	

TABLE 1 – PROJECT VALUATION FIGURES			
Item	Description of Project	Estimated Value	
1.	Single Family Dwelling or Duplex		
	(a)	One Storey	
		(i) No Basement	\$175 ft ²
		(ii) With Crawl Space	\$190 ft ²
	(b)	(iii) With Unfinished Basement	\$195 ft ²
		Two Storey	
		(i) No Basement	\$240 ft ²
	(c)	(ii) With Crawl Space	\$255 ft ²
		(iii) With Unfinished Basement	\$260 ft ²
	(d)	For Each Additional Storey	\$70 ft ²
(e)	Finished Basement	\$15 ft ²	
2.	Accessory Dwelling Units		
	(a)	Secondary Suite	\$15 ft ²
	(b)	Flex unit	\$15 ft ²
	(c)	Garden Suite	\$175 ft ²
3.	Accessories		
	(a)	Carport, Excluding Carports Below a Storey	\$40 ft ²
	(b)	Garage, Excluding Garages Below a Storey	\$45 ft ²
	(c)	Sundecks	\$40 ft ²
	(d)	Accessory Buildings	\$45 ft ²
	(e)	Swimming Pools	\$55 ft ²
4.	The building official may place a value on the construction or works for the purposes of determining the applicable permit fees by using an appropriate method from the <i>Marshall Valuation Services</i> publications with the updated current cost multipliers, or such universal source to calculate valuation, as the building official deems reasonable, practical, and expedient.		

SCHEDULE 2 – SUBDIVISION AND APPROVING OFFICER FEES

1. Approving Officer fees are as follows:

Item	2025	2026	2027	2028
Base Fee				
Preliminary Layout Review (PLR) Application Including fee simple and bare land strata subdivisions	\$500 plus \$100 per lot/unit	\$510 plus \$100 per lot/unit	\$530 plus \$100 per lot/unit	\$550 plus \$100 per lot/unit
PLR Extension	\$200	\$210	\$220	\$230
Phased Strata Development Application	\$300 per phase	\$310 per phase	\$320 per phase	\$330 per phase
Form “P” Approval	\$50	\$60	\$70	\$80
Latecomer Agreement Application	\$2,500 per application	\$2,550 per application	\$2,610 per application	\$2,670 per application
Contaminated Sites Profile Submission*	\$100			
Airspace Parcel	\$10,000	\$10,200	\$10,410	\$10,620
Street Naming Proposal	\$250	\$255	\$270	\$280
Strata Title Conversion	\$500 plus \$100 per lot/unit	\$510 plus \$100 per lot/unit	\$530 plus \$100 per lot/unit	\$550 plus \$100 per lot/unit
Final Plan or Document Signing	\$150	\$160	\$170	\$180
Document Execution Including, but not limited to: covenants, easements, statutory rights of way, etc.	\$50	\$60	\$70	\$80

2. An annual increase to the fees and charges is permitted until this bylaw is further amended or replaced. The fees and charges, as noted in Schedule 2, increase annually by 2% effective on January 1st of each year. Items marked with an asterisk (*) are exempt from annual fee increases. All fees and charges increases are rounded up to the nearest ten dollars.
3. All costs expended as part of the District's statutory advertising obligations will be invoiced to the applicant.
4. Any associated external review costs are the responsibility of the applicant. All external review costs expended as part of the District's review of applications will be invoiced to the applicant plus a 15% administration fee. The review may include but is not limited to legal opinions, engineering review, independent environmental review, or professional peer review.
5. The following refund schedule applies to PLR application fees:

Stage/Process	Fee Refund %
Cancellation prior to technical review	75%
Cancellation after technical review but prior to issuance of PLR	50%
After PLR issued or rejected	No refund

SCHEDULE 3 – DEVELOPMENT SERVICES FEES

1. Development services fees are as follows:

Item	2025	2026	2027	2028
Official Community Plan				
OCP Amendment Major (e.g. creates three or more additional lots/units, complex text amendment, made in conjunction with another amendment, etc.)	\$3,000	\$3,060	\$3,130	\$3,200
OCP Amendment Minor (e.g. creates two or less additional lots/units, simple text amendment, etc.)	\$2,100	\$2,150	\$2,200	\$2,250
Area Sector Plan				
Area Sector Plan	\$4,000 plus \$25/ha	\$4,080 plus \$25/ha	\$4,170 plus \$25/ha	\$4,260 plus \$25/ha
Zoning Bylaw				
Zoning Amendment Major (e.g. creates three or more additional lots/units, complex text amendment, comprehensive development zone, etc.)	\$2,400	\$2,450	\$2,500	\$2,550
Zoning Amendment Minor (e.g. proposal creates two or less lots/units, simple text or map amendment, etc.)	\$1,600	\$1,640	\$1,680	\$1,720
Permits				
Development Permit Major (e.g. Council approval or delegated to staff)	\$1200 – Council \$600 – Delegated	\$1230 – Council \$620 – Delegated	\$1260 – Council \$640 – Delegated	\$1290 – Council \$660 – Delegated
Development Permit Minor (e.g. minor façade improvements, renovation of building with previously issued development permit, area of disturbance less than 100 m ² , etc.)	\$300	\$310	\$320	\$330
Development Permit Amendment	\$200	\$210	\$220	\$230
Variance Permit Major (e.g. Council consideration)	\$800	\$820	\$840	\$860
Variance Permit Minor (e.g. Delegated to staff)	\$600	\$620	\$640	\$660
Temporary Use Permit New application	\$1,100	\$1,130	\$1,160	\$1,190
Temporary Use Permit Renewal request	\$600	\$620	\$640	\$660
Sign Permit	\$100	\$110	\$120	\$130
Other Fees and Charges				
Road Closure Application	\$1,600	\$1,640	\$1,680	\$1,720
Legal Document Modification or Discharge Major (e.g. Council consideration)	<ul style="list-style-type: none"> • \$780 (with public hearing) • \$400 (without public hearing) 	<ul style="list-style-type: none"> • \$800 (with public hearing) • \$410 (without public hearing) 	<ul style="list-style-type: none"> • \$820 (with public hearing) • \$420 (without public hearing) 	<ul style="list-style-type: none"> • \$840 (with public hearing) • \$430 (without public hearing)

Legal Document Modification or Discharge Minor (e.g. Approving Officer consideration)	\$200	\$210	\$220	\$230
Property Information Request	\$50	\$60	\$70	\$80
Additional Pre-application Meeting (first meeting included in base application fee)	\$200	\$210	\$220	\$230
Application Renewal or Renewal of Issued Permit (fee required prior to lapse)	\$200	\$210	\$220	\$230
Contaminated Sites Profile Submission*	\$100			
Agricultural Land Commission*	As set by Agricultural Land Commission			

Annual Fees and Charges Increases

- An annual increase to the fees and charges is permitted until this bylaw is further amended or replaced. The fees and charges, as noted in Schedule 3, increase annually by 2% effective on January 1st of each year. Items marked with an asterisk (*) are exempt from annual fee increases. All fees and charges increases are rounded up to the nearest ten dollars.

Additional Application Costs

- The application fees include the District’s advertising costs. On-site “Development Proposal” signage, where required, is the responsibility of the applicant. Any associated external review costs are the responsibility of the applicant.
- Any associated external review costs are the responsibility of the applicant. All external review costs expended as part of the District’s review of applications will be invoiced to the applicant plus a 15% administration fee. The review may include but is not limited to legal opinions, engineering review, independent environmental review, or professional peer review.
- Re-advertising of a public hearing: \$580, or actual cost, whichever is greater.

Some applications require statutory advertising in accordance the *Local Government Act*. The cost of advertising one public hearing is included in the application fee. If a public hearing is re- scheduled after the initial advertising has been carried out, or if an additional public hearing is required, an additional minimum charge of \$580, or cost, is required.

- Additional title registrations: \$30.00 per title.

Application fees include the cost of registering a Development Permit, Development Variance Permit, Temporary Use Permit, or Phased Development Agreement against one property title. An additional cost of thirty dollars (\$30) per title is required prior to registration for any such permits or agreements on any additional titles.

- Any additional District legal costs that are required in the processing of any of the applications listed in this Fee Schedule will be borne by the applicant, including but not limited to the preparation and registration of covenants (including a Phased Development Agreement), easements, right of way, etc.

Refund of Application Fees

- Official Community Plan, Zoning, Comprehensive Development Zone, Temporary Use Permit, Road Closure, or Agricultural Land Commission Applications:**

Stage/Process	Fee Refund %
Prior to the preparation of the report to Council	50%

9. **Development Permit or Variance Permit:**

Stage/Process	Fee Refund %
Prior to preparation of the report to Council or designated delegate	50%

Note: No refund provision applies to Minor Development Permits

10. If any application is withdrawn prior to staff completing any work on the application, a refund of 100% of the application fee will be provided.

SCHEDULE 4 – LICENCE FEES

1. Licence application fees are as follows:

Type	Fees
Standard business licence	\$30
Intercommunity (mobile) licence	\$150
Bed and breakfast licence	\$400
Accessory dwelling unit licence (garden suite, secondary suite, flex unit)	\$125
Non-medicinal cannabis retail store	\$5,000
Cannabis cultivation or processing (micro)	\$2,500
Cannabis cultivation or processing (standard)	\$5,000
Cannabis cultivation or processing on non-residential lands under an <i>Access to Cannabis for Medical Purposes Regulations</i> (ACMPR) licence	\$500
Itinerant show or entertainment, including: <ul style="list-style-type: none"> • Theatre • Concert • Beer garden • Concession • Flea market • Film production 	\$50
Wharf and buoy: <ul style="list-style-type: none"> • Application fee, individual dock • Application fee, communal dock • Application fee, placement of buoy • Transfer of ownership 	\$200 \$100 \$100 \$200
Outdoor vending – Consistent with policy	\$56
Outdoor vending – Council approval required	\$435
Liquor licence, major (e.g. liquor primary)	\$1,600
Liquor licence, minor (e.g. food primary, amendment to existing licence, etc.)	\$400

- 1.1 Application fees are credited towards the business licence fee for the first licence period.
- 1.2 Notwithstanding section 1.1 above, when an application fee exceeds the annual licence fee, the credit for the application fee will be applied to the first licence period only and any balance shall not carry forward as a credit towards the business licence fee for future licence periods.

2. Licence fees shall be as follows:

Type	Fee
Standard business licence	\$125 per year
Intercommunity (mobile) licence	\$150 per year
Bed and breakfast licence	\$112 per year
Accessory dwelling unit licence (garden suite, secondary suite, flex unit)	\$56 per year
Non-medicinal cannabis retail store	\$250 per year
Cannabis cultivation or production (micro)	\$250 per year
Cannabis cultivation or production (standard)	\$500 per year
Cannabis cultivation or production on non-residential lands under an <i>Access to Cannabis for Medical Purposes Regulations</i> (ACMPR) licence	\$112 per year

Itinerant show or entertainment, including: <ul style="list-style-type: none"> • Theatre • Concert • Beer garden • Concession • Flea market • Film production 	\$50 per day
Outdoor vending (summer season) – encroachment agreement	\$400 per month (or part thereof)
Outdoor vending (summer season) – washroom charge	\$100 per month (or part thereof)
Outdoor vending (any season) – damage deposit	\$500
Outdoor vending (winter season) – encroachment agreement	\$100 per month (or part thereof)
Changes to an existing licence (including ownership and location; excludes liquor licences)	\$20 per occurrence

- 2.1 The washroom charge applies to all vendors regardless of the vending location.

- 2.2 The District reserves the right to provide temporary washrooms at a vending location based on anticipated demand and site utilization characteristics.

SCHEDULE 5 – TREE CUTTING PERMIT FEES

1. Tree cutting permit fees shall be as follows:

Item	Fee
Application for tree cutting permit	\$0
Issuance of tree cutting permit	\$50

2. The Director, as defined in the Tree Protection Bylaw, may exempt an application from the Tree Cutting Permit issuance fee when a FireSmart Assessment has been completed.